

Jobs in Logistics

Now listen again and complete the sentences.

Person 1

- 1 My job is to _____ the transport of goods either by sea, air, road, or rail.
- 2 An important part of the job is _____ with customer requests about the most suitable mode of transport.
- 3 My responsibilities also include _____ good shipping rates with shipping lines and transport companies.
- 4 I _____ customs clearance on behalf of my clients.

Person 2

- 5 In my job I have to _____ that the cargo is not damaged onboard the ship or while loading or unloading.
- 6 I _____ customers on shipping rates and prepare quotations for our sales office.

Person 3

- 7 Another part of my job is to _____ with departments such as transport and production.
- 8 Apart from that, I _____ that vehicles, machines, and any other kind of equipment are maintained to a high level.

Match the verbs (1–8) with the activities (a–h) to make phrases from the recordings. Then listen again to check if necessary.

1 book	<input type="checkbox"/>
2 consolidate	<input type="checkbox"/>
3 deal	<input type="checkbox"/>
4 keep	<input type="checkbox"/>
5 make	<input type="checkbox"/>
6 use	<input type="checkbox"/>
7 check	<input type="checkbox"/>
8 take care	<input type="checkbox"/>

a	a number of shipments under one bill of lading
b	booking reservations
c	that health and safety standards are maintained
d	modern computer systems
e	space on a ship, train, lorry, or plane
f	where to put them in the warehouse
g	an eye on the budget
h	with all the necessary documentation